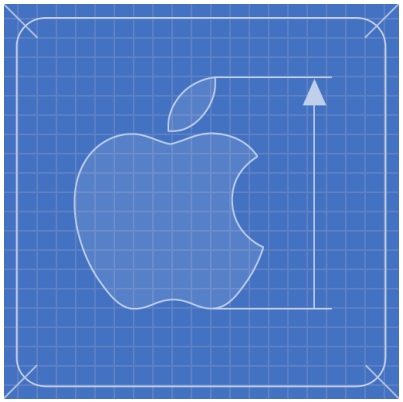

# Dropping Pins in iPlano

## Visual Merchandising Standards

March 2016

| Tags | Visual Merchandising, Pins, Tasks |
|---|---|

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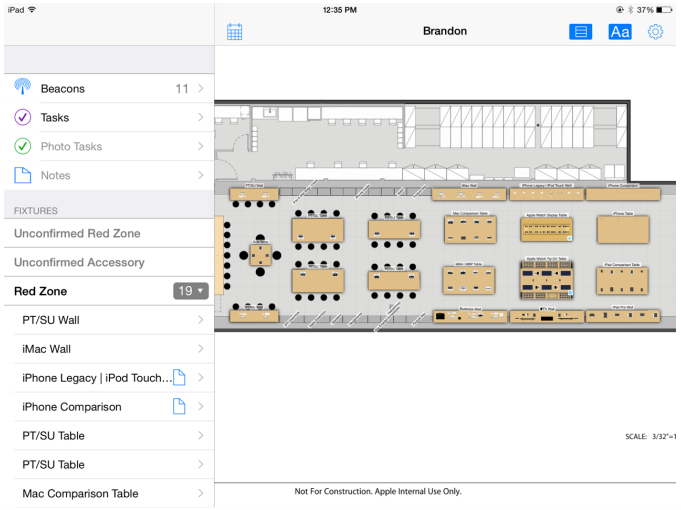
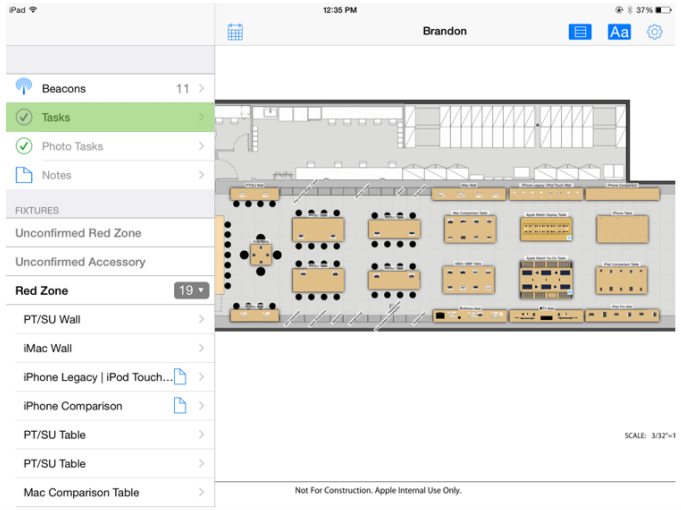
# Dropping a Pin




## 1.Open iPlano on a Visual iPad

Log in with your Apple Connect and navigate to your store through the available options.




## 2. From the left-hand list, select Tasks

Tapping Tasks will open up a store map option that allows you to select fixtures and drop pins.

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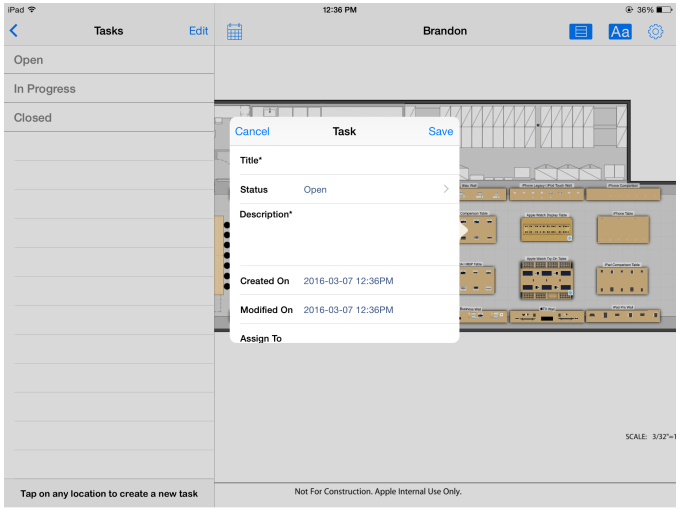
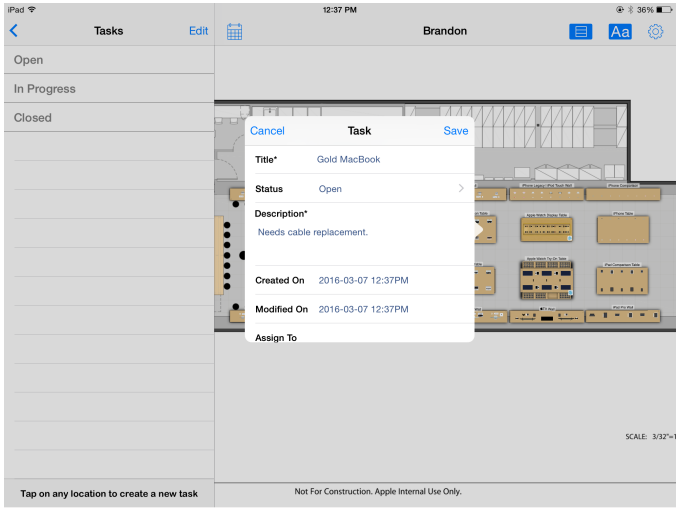
# Dropping a Pin




## 3. Select a fixture that requires attention

Tap on a fixture that requires attention. Once selected, a window will open allowing you to notate details.

## 4. Note the Title and Description

The only two sections that need to be filled are "Title" and "Description."

Best Practice: Note the location of the device on the fixture in the "Description" field, and include your name for follow-up or clarity.

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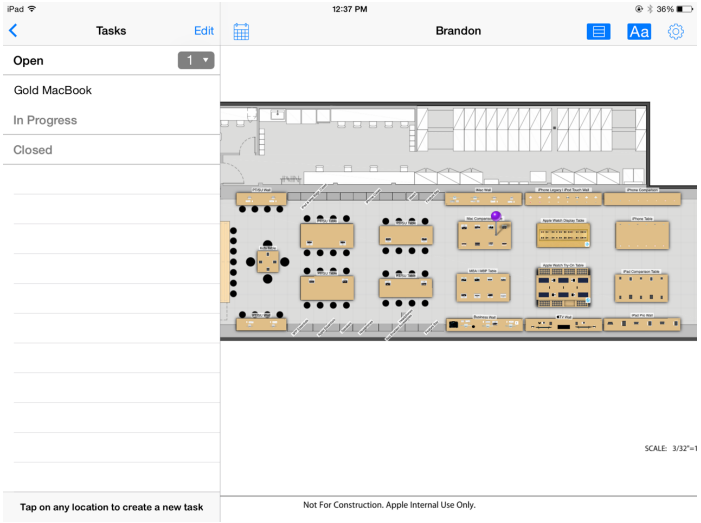
# Dropping a Pin




## 5. Tap save to finalize the process

After tapping save, the dropped Pin will be saved in iPlano.

Ensure that iPlano is checked regularly to identify any Pins that require attention.

Once a task has been completed, remove the pin.

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# Resources

## Need help?

- Merchandising Mentors are store employees that are considered experts in all areas of Visual Merchandising. A list of Merchandising Mentors is available on RetailMe.

- The Merchandising Field Team works to ensure consistency in all stores. Please reach out to storesupport@apple.com with any questions or feedback. Be sure to include pictures from your store where appropriate.

- For questions about supplies and ordering, please contact storesupport@apple.com

- For imaging related issues, please contact retailtechnology@apple.com

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